



Community AIDS Resource and Education Services

POSITION CLASSIFICATION and JOB DESCRIPTION

Classification Title: Executive Director
FLSA Status: Salaried Exempt
Prepared Date: November 2003
Revised Date: February 2011

JOB SUMMARY: The Executive Director serves as chief administrative officer for the Board of Directors (Board) and is charged with implementing policies and programs for the overall benefit of its clients by providing direction and leadership toward the achievement of the organization's philosophy, mission, strategy, and its annual goals and objectives. The Executive Director is appointed by the Board and is administratively responsible to the Board.

ESSENTIAL FUNCTIONS:

- Assures the agency has a long-range strategy which achieves its mission, and makes consistent and timely progress.
- Ensures that the Board is kept fully informed on the conditions and operations, and on all important factors influencing them. Attends all meetings of the Board and the Executive Committee.
- Plans, formulates and makes recommendations for the Board's approval of basic policies and programs that will further the objectives of the organization including oversight of the design, marketing, promotion, delivery, and quality of programs, products, and services.
- Executes all decisions of the Board except when other assignment is specifically made by the Board or the Executive Committee.
- Provides the necessary liaison and staff support to Board members enabling them to properly perform their functions. Sees that decisions and recommendations are submitted to Board for approval.
- Executes such contracts, grants, and commitments as may be authorized by the Board of Directors.
- Plans, organizes, and directs programs and services; evaluates results and recommends policies, procedures, and action to achieve program goals.
- Gives guidance on matters of program, publications, budget, and legal responsibility.
- Supervises the administrative function for the organization, maintaining official minutes of the official meetings; providing security for all files, legal and historic documents, mailing lists, and confidential client files.

- Plans and executes engaging communications to its clientele, including newsletters, general mailings, news releases, social media, etc.
- Assists in the recruitment, training, and retention of Board members, staff, and volunteers.

ADMINISTRATIVE OPERATIONS:

- Establishes a sound organizational structure for the organization's administrative operations.
- Leads an effective management team. Directs and coordinates approved programs, projects, and major activities of all staff.
- Obtains maximum utilization of the staff by clearly defining duties, creating job descriptions, establishing performance standards, conducting annual performance reviews, and recommending a competitive salary structure.
- Encourages staff development and education, and assist program staff in relating their specialized work to the total development of the organization.
- Maintains a climate, which attracts, engages, retains, and motivates a diverse staff of top quality people. Encourages participation of staff as team members, utilizing a collaborative style to achieve mutual goals.
- Manages individual and team accountability in a manner that fosters diversity, and is respectful of staff, participant's and volunteer's diverse backgrounds, contributions, and life commitments.
- Oversees operational issues of facility in order to ensure a positive and safe work environment.
- Effectively manages the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations.

FISCAL RESPONSIBILITY:

- Develops, recommends, and, upon approval by the Board, operates within an annual budget. Ensures adequate funds are available to permit the organization to carry out its work and financial commitments.
- Seeks outside funding in the form of grants and contracts from public and private sources, with an enhanced focus on individual donor contributions.
- Oversees fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals, and administering fundraising records and documentation.
- Ensures that all funds, physical assets, and other property are appropriately safeguarded and administered, including overall management of facilities.

PUBLIC RELATIONS:

- Assures the organization and its mission, programs, products and services are consistently presented in a strong, positive image to relevant stakeholders.
- Maintains effective relationships with other organizations, both public and private, and sees that the position of the organization is enhanced in accordance with the policies.
- Plans, coordinates, and conducts a public relations program to enhance public awareness and acceptance of the organization through effective, targeted, and ongoing networking opportunities.

KEY RELATIONSHIPS:

- Responsible to the Board for the administration of the proper interpretation and fulfillment of all his or her functions, responsibilities, authority, relationships, and serves as overall liaison to all committees established by the Board.
- Maintains personal contacts with staff, the Board, and the public to the greatest degree possible, including the following:
 - Participants
 - Donors
 - Grant makers
 - Volunteers
 - Communities of faith
 - Lesbian, gay, bi-sexual, and transgender individuals
 - African Americans, hispanics, and other ethnic communities
 - Drug users and other high risk populations
 - Key community, business, agency, education leaders, health, and medical service providers
 - Key thought leaders in the various HIV/AIDS organizations
 - Michigan Department of Community Health and other local and regional partners

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to administer private, nonprofit service organizations, including an understanding of the legal responsibilities and constraints of such organizations.
- Articulate and demonstrated commitment to the mission and values of CARES, with knowledge of the history of social and political impact of HIV/AIDS.
- Ability to obtain and manage external grants and contracts.
- Adaptability, flexibility, and the creativity to create new and prosperous avenues for additional revenue streams.
- Ability to establish and maintain effective working relationships with federal, state, regional, and local agencies, community leaders, and the general public.

- Ability to express oneself clearly and effectively in oral and written form, as well as public speaking including varied forms of media.
- Ability to vision the broad scope of projects and/or duties and trust in the abilities of staff to handle the details.
- Ability to maintain and promote a positive team-based working relationship with all employees.
- Compassion for people affected by HIV/AIDS and ability to be non-judgmental.
- Knowledge of the current concepts and trends in the field of HIV/AIDS.
- Knowledge of available public and private resources and service for those affected by HIV/AIDS.
- Knowledge of federal and state laws pertaining to those affected by HIV/AIDS and related services.
- Knowledge of modern principles, methods, and techniques of administration and program planning relative to the field of HIV/AIDS is preferred.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in Administration, Social Work, Sociology, Education, or suitable education in these or closely allied fields is required. Master's degree preferred, or equivalent combination of education and experience.
- Five (5) years of demonstrated responsible administrative leadership experience with the oversight of direct reports, preferably in a nonprofit environment.
- Experience in working with people affected by HIV/AIDS is strongly desired, but not an absolute requirement.
- Experience, which would demonstrate the ability to conceptualize, administer, evaluate, and communicate programs, is essential.
- Successful experience in general and financial management, fundraising, as well as strategic planning and program development is required.
- Demonstrated experience in advocacy, marketing, supervision, Board and external relations is critical.
- Excellent interpersonal and communication skills (both verbal and written), and the ability to build alliances with all sectors of a diverse community.

SALARY: Salary is commensurate with qualifications and experiences, along with a comprehensive benefits package.

CARES subscribes to a policy of equal employment and program opportunities and will maintain and conduct all practices regarding recruitment, hiring, upgrading, discipline and other aspects in a manner which does not discriminate on the basis of race, color, religion, national origin, age, sex, handicap, marital status, veteran status, height, weight, arrest record without conviction, gender identity, or sexual orientation. This includes individuals as defined in the American with Disabilities Act of 1990.

INVITATION TO APPLY:

CARES seeks to be an active partner in creating a community without AIDS. If you are passionate about guiding this dynamic organization and meet the qualifications listed above, please email your resume, cover letter, and salary history to: tania@hrminnovationsllc.com.